

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ANG 51-2005/ANG AGR 2005-27

OPENING DATE: 09 September 2005

CLOSING DATE: 11 October 2005

ANTICIPATED FILL DATE: 27 November 2005

POSITION TITLE AND NUMBER:

Supply Technician  
PDCN: 80053000  
PCN: 775178

UNIT/ACTIVITY AND DUTY LOCATION:

263rd CBCS  
NCANG, Badin, NC

GRADE AND SALARY: (Includes Locality Pay of 11.72%)  
TECH - GS-2005-07 \$34,149 - \$44,395 per annum

EMPLOYMENT STATUS: Excepted Service

AGR - Current on-board AGR members only.

Pay and allowances commensurate with military grade not to exceed MSGT/E-7.

WHO CAN APPLY: TECHNICIAN: The area of consideration for this position is STATEWIDE. Applications will only be accepted from current military members of the North Carolina Air National Guard and individuals who are eligible and willing to enlist in the North Carolina Air National Guard. AGR: There is no AGR Employment Authorization for this position. The only AGR applications that will be considered for this position will be those submitted by personnel who are current on-board AGR employees of the NCANG.

HOW TO APPLY: TECHNICIAN: Applicants interested in the technician position may apply by submitting an Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. AGR: Current AGR members must submit an Application for Active Guard/Reserve (AGR) Position (NGB Form 34-1).

NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number; date of birth; citizenship; education; work experience; and other job-related qualifications. AGR: Current AGR members must submit an Application for Active Guard/Reserve (AGR) Position (NGB Form 34-1). Applications must be sent to: North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date.

QUALIFICATION REQUIREMENT: TECHNICIAN: Must have 12 months experience which demonstrates the applicant has acquired the below listed KSA'S. AGR: Must possess or be eligible for award of AFSC listed under "MILITARY ASSIGNMENT" on page 2 of this announcement.

KNOWLEDGE, SKILLS & ABILITIES (KSA'S)

Below are listed the KSA's for this position. Each technician applicant must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. These comments must be addressed in the order they appear below and attached to the application when applying for the position. Failure to include attachment of the KSA Statement will result in your application not being considered for employment. ASSISTANCE IN COMPLETING THE KSA STATEMENT MAY BE OBTAINED BY CALLING 919/664-6172 OR 704/391-4169.

1. Knowledge of standard methods of receipt or material order documentation control and material processing.
2. Knowledge of policies and regulations regarding storage space controls, stock location systems, layouts, and storage technique.
3. Knowledge of procedures for researching transaction histories and preparing reverse post actions.
4. Knowledge of how to fill out, post, file, control, or code supply documents or transactions.
5. Knowledge of procedures for recording, tracking, and analyzing inventory trends.

CONDITION OF EMPLOYMENT: Occupants of this position must maintain continuous military membership in the North Carolina Air National Guard (NCANG). NCANG status (military grade, DAFSC, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible AFSC in the NCANG shown under Military Assignment on the reverse side of this announcement. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. The recommended applicant will not be approved for promotion/appointment until the appropriate physical examination is completed.

MILITARY ASSIGNMENT: Assignment in a compatible Enlisted position in the NCANG. AFSC: 2S0XX. AGR GRADE: not to exceed MSGT/E-7.

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement. (KSA statement will be evaluated by the Personnel Staffing Specialist to determine minimum qualifications and by the interview panel to determine the best qualified.)

PRINCIPAL DUTIES AND RESPONSIBILITIES: Organizes the material control activities required to ensure effective organizational supply support (to include expendables and non-expendables) to the Communications-Electronics maintenance complex. Determines, analyzes, coordinates, plans and formulates annual budget submissions for operations and maintenance funds. Forecasts future supply and equipment requirements based on coordination with plans and programs personnel and higher management echelons. Receives and validates funds allocations for the unit. Records expenditures and maintains current on-hand balances. Reconciles Project Funds Management (PFMR) documents for the unit and provides financial accounting data, expenditure rates, forecasts of financial accounting data, expenditure rates, and forecasts of financial position to the commander. Validates one-time buy forecasts and requests. Serves as the focal point for zero overpricing monitoring and maintains records, documentation and final determination of price challenges. Serves as the unit single point of contact for the depot level repairable (DLR) program. Establishes procedures, monitors, corrects, and provides oversight to the unit's DLR program. Maintains current financial data and balances of DLR program. Maintains current financial data and balances of DLR status, to include critical DLR items, that impact the equipment's deployability and overall unit's readiness. Ensures real-time pricing updates are maintained at depot administrative pricing agencies. Forecasts DLR unit costs based upon pricing options within the DLR program. Advises the chief of maintenance or commander on financial status of the DLR program and ensures adequate funding is available to support the maintenance complex. Advises maintenance work center personnel on the status of DLR items and traces turn-ins to due-outs to effect optimization of available funding and spares within the supply system. Analyzes each transaction to ensure proper credit/debit balances have been applied. Tracks status to ensure timely receipt of items impacting equipment readiness. Acquires requirements that identify increased operational tempo and analyzes DLR financial position to provide required support. Serves as a member of unit resource advisory panel/group. Establishes and implements procedures to effectively provide for all maintenance requirements. Provides organizational supply support in matters pertaining to unit equipment transactions and requirements. Establishes, institutes, and monitors follow-up systems to ascertain current status of priority demands and follow-up requests. Coordinates and verifies non-mission capable supply (NMCS) requirements and researches alternative locations to satisfy supply demand. Analyzes and takes required follow-up action with identified outside agencies regarding delayed discrepancies which require parts that are identified on support system documents. Recommends cannibalization actions, or provides alternative solutions, in accordance with applicable directives, when action is in the overall best interest of the mission. Serves as the focal point for maintenance complex supply and supply related activities. Verifies and monitors urgency of need designator "A" and "B" requirements. Advises production controller (electronics) and maintenance managers of the overall supply status relative to equipment, i.e., prime end items, parts, spares, DLRs, and war readiness material as it impacts maintenance and overall mission readiness. Recommends and provides alternative solutions for maintenance supply problems. Manages, implements, and executes programs in support of the mobility support requirements. Designated as the single point of contact between mobility work centers and the material management branch of servicing base supply. Manages, directs, and analyzes the operation of the units' mobility storage facilities. Coordinates all Readiness Spares Packages and other War Readiness Material requirements with work centers, unit mobility personnel, chiefs of operations and maintenance, unit commander and base supply. Validates addition, removal, and deletion of readiness spares items in accordance with guidance from higher management echelons in order to satisfy MICAP priority requirements, lateral support requirements, and other nonstandard requests. Provides impact statement regarding all RSP actions. Establishes, maintains, and implements programs to ensure shelf life items and items requiring operational checks are properly managed within the RSP program. Implements procedures and monitors actions taken to record items required for placement in the RSP. Serves as unit supply representative at conferences, working groups, and meetings dealing with RSP, mobility, equipment provisioning and reviews. Coordinates and maintains written correspondence with appropriate supporting base supply activity to establish bench stock determination and composition of supply points and establishment and adjustment of levels on items within the base supply to support maintenance complex requirements.

Validates and requisitions Time Compliance Technical Order (TCTO) kits. Monitors and tracks TCTO compliance supply related activities. Ensures TCTO actions on supply controlled spares are accomplished and determines DLR funding impacts as caused by the TCTO. Prepares written supply difficulty requests and maintains complete records until final disposition of the difficulty is determined. Analyzes all supply generated documents such as the custody receipt reports, and advises senior unit management of the overall equipment, funding, spares, and supply oriented position of the unit. Supervises one full-time employee. Grants leave, counsels, prepares and writes performance appraisals, and initiates disciplinary action. Schedules work production and training for 7 to 10 drill status guardsmen. Makes necessary adjustments to work plans, assignments, and methods of accomplishing assigned tasking. Performs other duties as required.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS:

1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; white, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs.
2. An initial, and periodic medical examination may be required for jobs located in working areas which have a high exposure risk to conditions which may result in occupational illness or injury.
3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15.
4. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date.
5. Males born on or after 1 January 1960 must be registered with the Selective Service in order to be considered for federal employment.

DISTRIBUTION:

A, B-3, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1